

COUNTY OF GREENE  
TOWN OF NEW BALTIMORE  
TOWN BOARD WORK MEETING  
SEPTEMBER 26, 2011-page 1

**DRAFT**

**OPENING OF MEETING**

The meeting was called to order by Supervisor O'Rorke at 7:32 pm and followed by the Pledge of Allegiance. In attendance: Councilwoman Finke, Councilmen Meredith and Norris, Highway Superintendent Jordan, Town Clerk Brooks and 12 members of public who signed attendance sheet. Absent: Councilman Byas.

**MONTHLY REPORTS**

Supervisor requested the Town Board approve one claim in advance of the October meeting, having invested hours to resolve an account for which no invoice has been received in several months since a change in the bill date was requested, and convenient for Clerk Brooks to purchase in-store on her own time.

1. Resolution to approve payment of Staples Account

**RESOLUTION  
SEPTEMBER 26, 2011**

**RESOLUTION TO AUTHORIZE SUPERVISOR TO PAY STAPLES CLAIM**

WHEREAS Staples Credit Plan has been a vendor providing goods to the Town of New Baltimore and,

WHEREAS, goods have been purchased from Staples during 2011 and,

WHEREAS, no invoices were received after April 23 or before September 12, 2011 and,

WHEREAS, the Town Clerk received an invoice on September 13, 2011 and has requested all missing invoices of those months by fax and,

WHEREAS, the Town Clerk verifies that the goods have been supplied to the municipality on the dates stated and has presented a claim to the Town Board for audit and review and,

RESOLVED, that the Supervisor is hereby authorized to pay claims totaling \$509.34.

BE IT FURTHER RESOLVED that the payment of said claim will appear as a prepay on the abstract of audited claims following the October 10, 2011 Regular Town Board Meeting.

ALSO, BE IT FURTHER RESOLVED that the Town Clerk has set up paperless billing for future invoices on this account.

**Supervisor moved, seconded by Councilman Norris.** Councilman Norris asked how this will go, going forward; Clerk Brooks said paperless billing has been established. The adoption of the foregoing Resolution was duly put to a vote, and upon roll call, the vote was as follows:

**ROLL CALL VOTE:** BYAS-Absent      FINKE-AYE      MEREDITH-AYE  
   NORRIS-AYE      O'RORKE-AYE

**Adopted**

2. Presentation of 2012 Tentative Budget

Supervisor gave PowerPoint presentation of her 2012 Tentative Budget, for which Board members have paper copy.

**SUPERVISOR'S BUDGET MESSAGE**

The Tentative 2012 Budget submitted herein contains a detailed analysis of the Town's financial condition and complete estimates of expenditures and revenues for 2012. Also

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included are Budget Worksheets detailing the 2010 finalized budget along with tables detailing the 2011 Adopted Budget and projections for 2011 year end.

I would like to thank all the Department Heads and employee who cooperated in the budget process including Councilman Norris and Councilman Meredith. All participants were sensitive to the economic constraints that we currently face and worked to decrease expenditures where possible.

The first set of budget tables includes the Actual 2010 Budget, Projected Budget results for 2011 and the Tentative Budget for 2012 including a line item comparison to the 2011 Adopted Budget.

### **General Fund**

The anticipated expenditures for the 2011 budget are anticipated to \$64,123 less than budgeted. These savings were achieved with a reduction of \$21,406 in personal services, \$20,075 in employee benefits, \$4825 in non personal services, and \$7454 in programs.

Revenues for the 2011 projected budget are anticipated to come in just short of the adopted budget by \$2726. The main area of decreases is in the Justice Court Fines and Building Permits.

The net difference between anticipated 2011 expenditures versus 2011 anticipated revenues will result in \$38603 use of the Fund Balance. This is significantly less than the \$101,000 appropriate Fund Balance in the 2011 Adopted Budget.

The 2012 Tentative Budget depicts both decreases in anticipated revenues and expenditures. The Tentative Budget does not allocate any cost of living raises in personal services. In addition there are cuts made to the budgeted hours for personal services to reflect declining revenues for several departments. The total of these reductions results in a savings of \$20,273 in personal services. While there are cuts in personal services, employee benefits to continue to rise. Last year the Town was able to take advantage of a high deductible health insurance policy which helped to moderate the escalating cost of health insurance. The 2011 budget anticipated some additional enrollment to the Town's health insurance; however, these additional enrollments did not materialize. The savings in the health insurance helped to mitigate the increase in the mandated state retirement payments. The overall impact of the employee benefits expenditures for 2012 is projected to be an increase of \$6833. Cut backs in NonPersonal Services have also been achieved for a total reduction of \$1140. Professional Services which was increased in 2011 for anticipated litigation have been reduced in 2012 by \$2500. Central Services has some projected decreases and increases. Many of the increases are due to the cost of higher utilities for the Building Contractual, Garage, and Lighting lines. Savings in some expenditure for Centralized Services are anticipated from use of competitive bidding of vendors and use of internet and in house training opportunities. Cultural Programs have been pared back in recognition of the decrease in anticipated town-wide revenues. However, fund raising by outside groups may help to offset the impact of decreased expenditures by the Town.

The 2012 Tentative Budget includes a continuation of transferring funds from the General Fund to the Highway Fund. The transfer for 2012 is anticipated to be \$70,000. There is also a transfer scheduled to the Parks Reserve Fund for \$1000.

The General Fund has currently has no long-term debt and continues to maintain a healthy Fund Balance. Therefore the 2012 Tentative Budget appropriates \$90,054 of the \$356,761 Fund Balance to decrease the tax rate in 2012.

### **Highway Fund**

The 2011 projected budget for the Highway fund anticipates that revenues will meet

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expenditures as budgeted.

The 2012 Tentative Budget for the Highway Fund does not provide for any increased cost of living raises for personal services. It also includes a \$5127 reduction in personal services based on prior year experiences. Road repairs have also been decreased by \$14,400. Anticipated expenditures needed for new highway equipment has been included in the 2012 Tentative Budget for \$30000. As with the General Fund, the Highway Fund has also seen an increase in Employee Benefits. The 2012 anticipated Employee Benefits increase is \$17,445.

Revenues in the 2012 Highway Fund have been increased by \$40,000 from the use of the accumulated Fund Balance in the Highway Fund. Use of the Fund Balance will moderate the tax rate for 2012.

The Tentative 2012 Budget is the second consecutive budget for the Town Highway Fund that includes no debt for the highway fund since 1994. Additionally in 2010 and 2011 the Town purchased highway equipment with a total value of over \$170,000 without incurring any debt.

**SEWER DISTRICT #1**

The expenditures and revenues for the 2011 Budget are anticipated to meet the 2011 Budget amounts. Due to the increased wear and needed repairs to the machinery at the sewer plant and the pump station the \$20,000 anticipated transfer to the Repair Reserve will be reduced by \$10,000 to offset the increased expenditures for machinery maintenance.

The 2012 Tentative Budget for the Sewer District #1 does not include any cost of living raises in personal services. As with the other funds, the Sewer District is also faced with rising employee benefit costs for 2012. The 2012 budget appropriates \$20,000 for the transfer of funds to the Reserve Fund.

The Town Board will set Sewer Rates for 2012 at the November Board meeting. A small increase to the Sewer Rates for 2012 may be needed to offset the increase to 2012 expenditures.

**SEWER DISTRICT #2**

Mid-year in 2010, the Town took ownership of the pump station located at Kalkberg Park. At that time expenses being paid by the Village of Cocksackie were also turned over to the Town. There is only one taxable entity in Sewer District #2; however, there are currently two users of the pump station. One user is Serta and the other user, Empire Merchants, is in the Town of Cocksackie. Empire Merchants uses approximately 70% of the capacity of the pump station in the District. When the Greene County IDA turned over the pump station to the Town there was no mechanism in place to obtain revenue from Empire Merchants. The Greene County IDA has agreed to reimburse the Town for the increased expenditures from 2010 and 2011, above and beyond what's paid by Serta; those expenses still appear and will be picked up by IDA. The Town is working with the Village and Town of Cocksackie to arrange for a revenue source from Empire Merchants to meet their use of the pump station.

**BUDGET WORKSHEETS and LINE ITEM BUDGETS** are included for the remaining **SPECIAL DISTRICTS**. Water District 1 owes the General Fund about \$87.00; Supervisor has contacted Village of Ravena, they believe their rates will stay the same. Notice from Ravena Ambulance indicates a rise of \$400; Councilman Norris reports increased EMS for Ambulance District 1: \$10,832 (Ravena Rescue); and for Ambulance District 2: \$6361 (Town of Cocksackie).

Discussion ensued. Village of Cocksackie will send Water District 3 bill to Town of New Baltimore at end of September, New Baltimore will bill Serta; Water District 2/Scheller Park is billed by Town of New Baltimore, and then Village of Cocksackie is reimbursed two times per year.

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In summary, the Town-wide funds are expected to end the 2011 year with total Fund Balance of \$479,799. There is currently no Town-wide Debt which has been the case for over 15 years. Included in the budget table is a **TAX LEVY WORKSHEET**. This illustrates the changes to the tax levy based on the Tentative Budget. The General Fund has a decrease in the tax rate from 2011 of 4.18% and the Highway Fund has a decrease of 1.62%. This reduction in tax rate is achieved without the elimination of any services to Town residents or the termination of any Town employees. The table also illustrates the changes for all Special Districts. There is a small reduction in assessed value resulting from litigation (lowered assessments) and actions of the Board of Assessment Review; we have had some increases. The combined result of the two tax decreases is a reduction of 1.62% or a savings of \$8.03 per \$100,000 assessed value.

The changes in the Town tax rate will offset the County Chargebacks increase of 24.63% or a tax rate of \$7.99 per \$100,000 assessed value. Without the College Chargebacks, there would be a larger impact.

Also included is a Projected Fund Balance for Year End 2011; the Fund Balance for General Fund: \$457,000, and for Highway Fund: \$60,641. This chart depicts the changes from the ending balance in 2010 compared to the appropriated fund balance use in the 2011 Budget, \$38,000 instead of \$101,000. Then start 2012 with approximately \$427,000; use 40,000 of 60,000 in the Highway Reserve. In 2010, two payments were stuck in the PILOT payments, so General Fund will take postyear adjustment of about \$1500 which will come into Water District #3.

Supervisor suggests the Town Board look at multi-year planning, originally raised by Town resident. She has looked at 2006 and expenditures since, where Fund Balance has been used. Overall use, and the NYS Comptroller's Office recommends not keeping more than 15%, we are in a healthy position. This presentation shows growing employee benefits costs (health insurance, retirement, disability and workers' compensation), and decreases in expenditures. Supervisor suggests the Town Board look at projections for 2013-2015, for retirement, for fund balances; took Supervisor a great deal of time to research. Councilman Norris asked if she was looking to do a 4-5 year plan, as he does with Greene County EMS with things like gasoline, flycar replacements, adding that it is tough to do but provides a starting place. Supervisor continued that this is a snapshot of what's in front of the Board now; it is more difficult to plan for capital projects, capital improvements, and capital expenditures, if you don't have an idea. She figured that retirement will only go up, it's a question of how much.

Ellie Alfeld said seeing all these numbers, this Town is in really good shape, considering all those towns around us, this is terrific, and a good Fund Balance for purchase of equipment and maintenance.

Supervisor attended fall training schools for conference of mayors and association of counties, with county legislators and supervisors; at both the most popular seminar was how to override the 2% tax cap. This is just the Tentative Budget and the Town Board may be thinking differently. NYS Comptroller's Office also advocates for multi-year planning so as to not get caught in tax cap. All Board members were in agreement to have multiyear planning workshop. Next step is that the Town Board works on setting a Preliminary Budget, on agenda for October Regular Meeting.

Bob Knighton asked if Tentative Budget was put on the website; Supervisor will send a pdf. to the Technology Committee to put up; Town Clerk will scan and email.

Councilman Norris worked with Assessor Bennett for the following example: a brand new home assessed at \$156,600 pays taxes of \$4,930 of which Coxsackie-Athens School District receives \$2,910; Greene County receives \$787; Town of New Baltimore broken out the Town receives \$376 and the highway \$460; fire and Greene EMS is the remainder- if in the hamlet would have the sewer use and library tax as well.

Town Clerk Brooks reported for month of August: refunded park permit, tropical storm *Irene* \$-25; Building Permits 21 \$5,355.65; Certificate of Occupancy searches 1 \$15.00; Conservation fees 4 \$20.98 (statement of Town's commissions hangs in office hallway); Dog licenses 21 \$150.00; marriage licenses 2 \$35.00; Beer Permit 1 \$20.00; Demolition 1 \$75.00;

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Park permit 3 \$75.00; Photocopies 23 \$5.75; Recycle fees \$13.50; with a total to Town Supervisor \$5,740.88; to NYS Ag and Markets for spay/neuter \$29.00; NYS Department of Health for marriages \$45.00; and to NYS Environmental Conservation for sporting licenses \$361.02.

During the month: still resolving accounts payables balances due to the late mailing of 2<sup>nd</sup> August abstract checks paying the town's bills; Significant increase in records management tasks due to packed file cabinets; we are culling as often as we can to relieve the pressure in the Town's files; increased activity at Town Clerk's Office counter resulting from Sewer District No. 1 residents paying their semiannual bill, and dog licenses; BAS software update reflecting the changes of the Marriage Equality Act required help from ITS- I couldn't bring up the letter and ITS determined there was a second marriage letter, probably reflecting the changes; the dog license law late fee amnesty enacted by the Town Board on February 14 ended with the dog license renewals received by close of business on June 30; No late fees received to date; Sporting licenses for 2011-12 became available on August 15, 2011, with no doe tags/deer management permits in Town of New Baltimore, I have posted the DEC phone number to hear the numerous complaints from Town residents; that number is 518-402-8843.

There has been some confusion regarding the arrival of the new Town Clerk computer. I phoned ITS about July 14 when Councilman Meredith sent in the paperwork for the computer, concerned about the timing of Sewer District 1 and Water District 2 billings and payments and summertime dog license renewals and letting them know that I was awaiting for a surgery date and would be absent from the office; inevitable installation issues would put undue burden on my part-time deputies;

Heather told me not to worry in that the computer had not arrived yet, and I would have a phone call when that occurred; I did not receive a call to that effect. I did speak to Joe Wolodkevich when he was planning his vacation, and explained that since this one machine handles all customers' above-mentioned transactions that I needed the conversion on a Thursday when I use the laptop, that has none of the above mentioned software, to work on minutes and vouchers, he said this was no problem, could be up and running for 9am on Friday. The machine was picked up Wednesday afternoon, arrived back at 9:50am on Friday, an IT rep worked at my desk all day on Friday, and I did have to ask them to leave at 4:20pm. Realizing that there were no cables to operate the NYSDEC Automated Licensing System, he ordered them; all town clerks have the same hardware and they have other clients who are town clerks; result: Town residents could not buy licenses til Wednesday of following week.

We couldn't print receipts or sporting licenses, I phoned ITS; we were not instructed about an opening command that appears at the bottom of two screens; I am sure other town clerks have had this problem, and I believe that problem could have been prevented with little instruction. Altogether Town residents were not able to buy DEC licenses for 8 days.

When I was unable to prepare the marriage letter that accompanies a Certificate of Marriage from BAS, Joe felt he could resolve it over the Labor Day Weekend. I followed with another request after the weekend, and was finally able to print that on Wednesday.

Two weeks worth of scans to my computer have evaporated; I was told this was a failure in the Ricoh copier, although I received no failure message and no coworkers had any problems; my seven-hour work day on Saturday, Sept 3, was wiped out and could not be discovered on my external drive which holds my backup. All my scans now go to Clerk Loux's XP computer, as a crutch, and I retrieve them from her computer.

I was asked to sign off that all Town files have been transferred from the old machine, needing nearly 12 months to go through seasons; I learned today that the harddrive was removed, sealed and stored.

No training the new machine, the troubleshooting is described already; my class at Cornell helps me to continue correspondence; I have not used the Excel yet, how much training came with the purchase to bring my two deputies up to speed. My surgery was successful, thank you for your kind words and emails.

Supervisor asked whether Town Clerk was connected to the Ricoh or going through Clerk Loux's; answer: through Clerk Loux's computer, that XP computer must remain on. Councilman Norris said when Assessor's Clerk's computer was purchased it had both Windows 7 and XP because Joe Wolodkevich had told the Town Board that the computer would need both, and asked if the Town Clerk's machine had both. Councilman Meredith said it must not if it is not working. Supervisor asked if it could be put back in; Councilman

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Meredith will speak to Joe Wolodkevich. Supervisor asked if they can assist in retrieving all the lost scans; Clerk Brooks said no, no paper trail from that 7hr work day, just kept scanning and filing on weekend.

Supervisor reviewed that Tax Collector Taylor collects Town-wide taxes and Sewer District #1, but not Water District #2 and #3 or Sewer District #2 payments of which are collected between Town Clerk receiving and Town Supervisor depositing; the NYS Comptroller's Office would frown on this practice. Supervisor has checked with other towns; if there is a tax collector, that collector collects all. Supervisor has spoken with Collector Taylor who is willing to do that for 2012; there is no software in use; asked Town Board to raise any questions or comments. Clerk Brooks asked is there training; Councilman Meredith said no training came with the machine, use contract hours and ITS will walk through some things.

Highway - Supervisor and Emergency Management Officer VanWormer attended meeting in Cairo for FEMA (Federal Emergency Management Agency), they have not come to Town of New Baltimore yet, October 31 deadline to submit. Supervisor said if the federal government funds the Disaster Act it would pay 75% of costs incurred, local municipality would pay 25%, and state has reimbursed 12.5% in the past; firemen's volunteer labor can count toward that 25%; Alan VanWormer is working hard on that. Also submission sought from Wastewater Treatment Plant. At previous meeting Supervisor could not print updated Highway Inventory; it is included in Board members' packets. Also, Mr. Jordan has asked for a resolution on the agenda for this meeting for a new sander, old one is rusted out, and winter is coming again this year. From state contract site, it may vary a little due to steel cost; there are none in stock. Mr. Jordan has been in office 14 years, the original sander was new, the second was used. Councilman Meredith asked how long they usually last; answer: steel lasts 8-10 years and he has 12 years on it now, came from NYS Thruway auction.

Highway Superintendent Jordan reports for August 22-September 23: Cleaned beaver dams from culvert pipe on West Deans Mill Road; Replaced air brake valves on 80 Oshkosh; Picked up air compressor from Greene County Highway to sandblast 80 Oshkosh; Hand Patched roads with blacktop; Installed 6 refaced *Watch for Children* signs; Mowed grass along roads; Started to sandblast 80 Oshkosh; Extended culvert pipe on Scheller Park Road; Mowed and weedeated District 1 park; Checked and cleaned ditches and drains for heavy rain expected; Mowed and weedeated District 3 park; Filled all gas cans, generators, chainsaws, and chain saw cans ahead of storm; Sun, Aug 28 Hurricane Irene came to Town; called all in at 6am; Patrolled roads, placed cones and barricades where needed to close flooded roads; Cut trees fallen across roads; All employees worked 16 hours overtime; Repaired all washed out roads; Reinstalled 2 culvert pipes blown out by flood water; Hauled light stone fill and crusher run to replace what was used to repair roads. Replacement cost will be covered by FEMA; Chipped brush along roads from storm; Mon, Sept 5 more heavy rain (*Lee*) some areas washed out again; Repaired washouts from *Lee*; Worked on hydraulics on 2011 International 4300; Cleaned ditch on Staco Road; Sent large 10wheel dump truck to Windham to help haul debris for 2 days; Grader patched washed out roads where needed; Started to haul in sand for winter; Ordered 150 tons of salt to start mixing sand; Repaired power steering line on F550; Picked up sand bags from Sewer District #1 pump station; Hooked up lights for sander on International 4300; Returned Bomag roller to town garage; \$4,660.00 so far for parks mowing. Supervisor read.

**RESOLUTION  
SEPTEMBER 26, 2011**

**RESOLUTION TO AUTHORIZE PURCHASE OF A NEW SANDER FOR 1980  
OSHKOSH**

WHEREAS the current sander on the 1980 Oshkosh has rusted and is no longer in a working condition, and

WHEREAS, the Town Highway Superintendent has searched for a used sander as a replacement and one cannot be located, and

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WHEREAS, the Highway Superintendent has found a replacement sander on the State Contract list for less than \$10,100,

NOW, THEREFORE, BE IT RESOLVED that the Town Board does hereby find that it is in the general interest of the taxpayers of the Town of New Baltimore to purchase a new sander for the 1980 Oshkosh for a price not to exceed \$10,100 from Arrowhead Equipment.

**Councilman Norris moved, seconded by Supervisor.** Councilwoman Finke asked if this was the only company that makes it; answer: 3 companies, this one is in Syracuse and Albany, and built in Saratoga so parts are close for same price. Councilwoman Finke asked where the money is coming from; Supervisor feels it may be squeezed from the 2011 Adopted Budget. Councilwoman Finke asked how is the snowplowing budget; Superintendent Jordan said a little had to be transferred over, will be tight. Councilman Meredith asked if salt is bought in advance; answer: no, under state contract they bid it, this year International Salt and \$2/ton less. Councilwoman Finke was concerned that last piece of equipment required taking money from Brush and Weeds; Supervisor said Town's accountant asked why we split out Personal Services, in other towns Personal Services are lumped together, so a baby step was taken, Brush and Weeds was shifted into General Repairs, by shifting line to line. No total was changed; it is hard to predict snow removal in January; Highway Committee and Superintendent established that if nothing else goes wrong, this is the only piece for the end of the year.

Bob Knighton asked the truck this is going onto is 31 years old? Supervisor said yes, Superintendent said new would be \$200,000, not a new fleet in the Highway Garage (1980, 2 1985, 1986, 1985, 1993, 1991). 2012 Tentative Budget increases Equipment line for contractual because Superintendent Jordan buys more parts and has been looking for a used sander for a year with no luck; it is cheaper to spend \$10,000 and put springs in than to buy new.

Councilwoman Finke asked Highway Superintendent for a five-year plan; answer: everything costs so much new that it is difficult to start. Councilwoman Finke said repairs are cheaper than buying new. Supervisor added the importance of multi-year planning; some steering parts recently took four months to receive. Councilwoman Finke said as long as we're just replacing what we need to replace, buy the best we can and buy the right thing when we need it, or calling something an emergency when it is not, and maybe there should be a five-year plan. Highway Superintendent feels next big purchase will be a tandem; current 1985 has 500,000 miles on it and has had motor replaced for \$2500, but cab is rotting, and is used year-round. When county gets rid of equipment it is tired; ours looks newer. Going back to 1994, Supervisor doesn't see budgeting for equipment expenditures. Councilman Norris said Highway Superintendent does great job with his budget, saves the Town a lot of money on repairs and does a great job. Superintendent Jordan understands a month and a half to receive this sander. Councilwoman Finke asked to work on the five-year plan. Councilman Meredith said that 1985 will need to be replaced. The adoption of the foregoing Resolution was duly put to a vote, and upon roll call, the vote was as follows:

**ROLL CALL VOTE:** BYAS-Absent      FINKE-AYE      MEREDITH-AYE  
                                 NORRIS-AYE      O'RORKE-AYE

**Adopted**

Wastewater Treatment Plant Chief Operator Jim Polverelli reports for August: processing 908,814 gallons; Emmons Pump and Greene County Septic in to Pump Station to install new pipe flange parts, removed pump 2 and returned to shop for repair; meeting with DigSafely NY and Town Clerk to change geographical territory mapping; cleaned UV channel and lamps; pumped sludge to bed 2; cleaned drying bed 3; Emmons installed and checked repaired pump 2 at Pump Station; hurricane Irene, wet weather mode, power out, generators running okay; sandbagged pump station, received fuel for pump station, returned plant to normal operation; Work on RFP with NY Rural Water is sidetracked with recent storms Irene and Lee; Councilman Norris commented the Town is lucky to have Jim and his care of the Sewer Plant. 30,000 gallons per day is normal, 560,000 gallons in one of the days; without the 'bugs' the plant is nonfunctional.

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Building Inspector/Code Enforcement Officer Raymond Blaisdell reports for August as follows: Building Inspections: 32; Building Permits Issued: 10; Building Permits Renewed: 7; Certificates of Compliance Issued: 6; Certificates of Occupancy Issued: 1; Commercial Site Fire Inspections: 1; Demolition Permit Applications Received: 2; Demolition Permits Issued: 2; Do Not Occupy: 1; Junk Vehicle Complaints: 2; New Building Permit Applications Received: 15; Pool Permit Applications Received: 2; Pool Permits Issued: 2; Code Violation Investigations: 6; Zoning Violation Investigations: 1; Application Fees for August, 2011: \$5,370.65; Total Fees for Year to Date: \$8,919.70. Clerk Brooks noted that the office hours sign has been altered due to CEO Blaisdell's schedule in this season.

Assessor Gordon Bennett reports a big thank-you to Clerks Brooks, Loux and Jordan for helping to assist homeowners as needed during the times Gordon was unavailable and Julie was out on medical leave; Julie has returned to her duties as of September 6. Supervisor commented we are happy to have her back after back surgery, with her brace. Councilman Norris thanked staff for helping to pick up the slack with resident traffic.

Agriculture Committee reports they did not meet in August, plans to meet October 6, jointly with Economic Development, with Warren Hart, Greene County Director of Economic Development and Planning. Councilman Norris said Farmers' Market always looking for farmers to come, finished their successful season the previous Saturday with 42 customers. Hilary Schrauf made baked goods; Pegasus had a wedding conflict.

AgFest Committee is not expected to meet until January.

Planning Board Chair M. Kathleen Rundberg reported for September 26, 2011: The Planning Board met on September 8, 2011, with the following business transacted: Public Hearing was held on the Richard & Rosemary Marino Minor Subdivision Application. In the Regular Monthly Meeting that followed: Approved the two-lot minor subdivision for Richard & Rosemary Marino; Continued discussion with Surveyor Sal Santo and Carol Stevens, Attorney for Greene County, regarding a minor subdivision of the former Maurer property on Sylvandale Road now owned by the county; Continued Site Plan discussion with Kaz Przybyla of Hektar Holding Company, LLC; Site Plan Application was received; The Board deemed it to be a Minor Site Plan and Public Hearing is scheduled for 7:30 pm, Oct 13; Received Minor Subdivision Application from Hektar Holding Company, LLC for two-lot subdivision of property on US 9W; purpose of subdivision is to divide property on east side of 9W from that on west side of 9W. Required Public Hearing was scheduled for 7:45 pm, Oct 13. Following adjournment of the meeting, Board members received the mandatory annual Violence Prevention in the Workplace training.

Zoning Board of Appeals Chair Meave Tooher reports September 26, 2011: The Zoning Board of Appeals met on September 7, 2011, with the following business transacted: Public Hearing was held on the Use Variance Application for the Richard D. & Judith G. Nicewonger Trust with address of 121 Madison Avenue West, New Baltimore. In the Regular Monthly Meeting that followed: Approved the Nicewonger Use Variance Application. Approval resolution states that the Use Variance shall run with the property in perpetuity. This Variance allows for Agricultural use on the entire parcel, part of which is in the Hamlet Residential Zone.

Recycling Center Operator Sebert reports: tires 16- \$32.00, total monthly revenue of \$32.00. Free to residents: 60gallon bags of plastic- 21; 55gallon drums of cans- 9; bundles of magazines- 40; bundles of newspaper- 73; bags of shredded paper- 11; bundles of cardboard- 22. For Town Hall Maintenance Sebert reports replacing ballast of sheriff satellite hallway ceiling light and swept hallway and rooms in basement.

Animal Control Officer Joe Tanner's new cell phone number is 703-4746; he and Supervisor discussed the difficulties and costs associated with unlicensed dogs, benefits of a dog census, and plans to send out a census letter to motivate residents. Also, intermunicipal agreements being discussed with Towns of Cossackie and Greenville for emergency needs; Greenville is interested. Ellie Alfeld asked how it would impact shelter contract; no impact, they use the same.



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Greene County EMS- Councilman Norris reported Greene County EMS meeting discussed Hurricane Irene, 5<sup>th</sup> fly car in Hunter, one took in deep water and engine seized, replacing engine \$1000 deductible. Also, voted on 3yr budget presented to the county. For July were 12, total to date is 54 year to date.

Police- From within the Town of New Baltimore, Greene County Sheriff's Office Deputy Rob Scott reports for April 1 to June 30, 2011: calls for service 187; uniform traffic tickets 84; arrests 24.

Fire/Emergency Management Officer Alan VanWormer reports for Emergency Management Aug and Sept: Emergency meeting of the Town's emergency management committee was held on Fri, Aug 25 at 1pm at Town Hall to discuss plan for impending storm. Present: Alan VanWormer, emergency management officer, Chris Norris, chair, emergency mgmt committee; Susan O'Rorke, town supervisor; Janet Brooks, town clerk; Diane Jordan, deputy town clerk; representatives from New Baltimore Fire District, Medway-Grapeville Fire District, and seniors committee. The group preplanned the storm, set up command posts at the two fire stations, manned by Alan VanWormer, Supervisor O'Rorke and Councilman Norris. Shelter at Gill Road operated for 48+ hours, discussion was held regarding sheltering and was decided that both fire stations would be used as shelter sites; shelters would prepare to open on Sun, Aug 28 at 8:30 am. Further details regarding this meeting can be read in minutes (on file). Alan thanks all the volunteers who coordinated the sites; Gill Road was open overnight, with generator and cots; and thanks the volunteers from both fire departments for their hard work and dedication to the residents of the Town of New Baltimore, together they provided nearly 800 man-hours of volunteer labor. Councilman Norris has called for a meeting on Saturday at 10am to review the events of the storm. Also, he was able to get 4 coolers of dry ice early on Monday, to share with the two departments.

Parks -Councilman Meredith reviewed Cornell Park, fence on south side of park is broken, ruts, standing water in Cecil Hallock/District 2 park; District 3 Park has a fallen tree by the pavilion. Councilman Norris said the Town made out well in the storms. Highway will get there this week; \$4,660.00 has been spent in 2011 to maintain the parks.

Economic Development Committee did not meet in August and September; a meeting is scheduled for October 6, Town Hall, 7pm, and hope to have guest from Greene County Economic Development and Tourism.

Promotions/Grants- Councilwoman Finke had no report. Clerk Brooks asked if historian had deadline at end of Oct; answer: no, been scrapped and now goes to Economic Development Council, unsure of deadline.

Newsletter/Website/Technology Councilwoman Finke reported the Newsletter is out, last of the year. There were many issues, but managed to get it out before Bicentennial issue or yard sale, did not have phone service or electricity. Councilman Meredith will speak to Joe [Wolodkevich] regarding the printer issue; he has an inventory but didn't bring it with him.

Personnel -Workplace Violence Prevention Training for Planning Board was reported earlier. Supervisor will meet soon with Town Hall Workplace Violence rep and attend to the two new employees, too. Councilman Meredith will bring back correct name for Assessment Review Board. Clerk Brooks reminds that personnel file cabinet is at capacity, with overflow in meetingroom cabinets.

Insurance - Supervisor has new Capital District Physicians' Health Plan health insurance rates for 2012. Having gone to high deductible HRA in 2010, the Town has not met its down payment/deposit. There are three options: 1) stay with same plan and deductibles, 2) increase deductible from \$4,000- \$5,000/family, or 3) \$3,000/single and \$7,500/family. The Board has until end of November to make decision. Supervisor recommends looking at Option 2, a slight increase in Town's deposit to HRA but not significantly, and to start looking at contributing more to the HRA; the NYS Comptroller's Office does not allow Town to set up a Reserve Fund, the Town must pay a minimum but could contribute more in years where the Town has

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money to do so; Councilman Norris concurs. Highway Superintendent Jordan answered that his employees would like to stay with what they have; with Option 2 there would be no copay change for the employee. Information will be held until Regular Town Board Meeting; Supervisor would like to take action well before November.

Courts- office is moving right along.

Bicentennial Committee- Grand finale and wonderful event, Barn Round, Square Dance, occurred at the Flegel Farm, oversold, apple pie contest with cash prizes; plenty of bug spray, food and fellowship and band was great. Shirts remaining are small, medium, and x-large.

Seniors/60+ - Ellie Alfeld reported the Seniors' picnic was held September 21 at Cecil C. Hallock/District 2 Park. By noon the weather changed, nearly 40 enjoyed plentiful food and a family-reunion atmosphere. She acknowledged the core group as Konrad and Dorothy Jurgens, Fran and Bud Melick, BJ and Santo Costanza, Sharon Locke, and Delores Boehlke; the group has made events successful and donated objects for cost savings. She thanked Councilman Byas for cooking.

Ellie announced that the first Food n Fun Luncheon of the year is October 12, roast pork, reservations are suggested, a freewill offering accepted. Linda Knighton suggests a 'buddy system' for folk who need rides and same buddy every month in order to get folks out. Church lunch is not only for seniors, fellowship and fun. Supervisor discussed with Assessor's Clerk re building a call list for seniors. Supervisor spoke to Pastor Susan Kerr, determining what was spent, looking for volunteers for Food n Fun Luncheons for 2012.

Historian- Ted Hilscher reports for August: Finished a 5800-word article on the 120th Regiment at Gettysburg; the 120th included numerous New Baltimore men. Hopefully, the article will be published in the Greene County Historical Society Journal this fall and winter; spoke with a prospective buyer of the New Baltimore Hamlet Schoolhouse about the building's history.

Memorial Committee- Councilman Byas was not present. Councilwoman Finke reports a meeting was held.

Councilwoman Finke requests update of Staff Directory. Supervisor clarified Town Clerk is not clerk of the Town Board, Deputy Clerk Jordan has been providing volunteer hours also. Clerk Brooks asked for additional volunteers. Councilman Norris has converted Emergency Management Resources Directory to an excel spreadsheet. Clerk Brooks reminds that the Staff Directory was an internal directory with personal information. Ellie Alfeld offered to help Councilwoman Finke or Clerk Brooks.

#### **ADJOURNMENT**

Hearing no more from the Board, Supervisor moved to adjourn and was seconded by Councilman Norris. The adoption of the motion was duly put to a vote, and upon roll call, the vote was as follows:

**ROLL CALL VOTE: BYAS-AYE      FINKE-AYE      MEREDITH-AYE  
                         NORRIS-Absent      O'RORKE-AYE**

**Motion Carries**

The meeting was adjourned at 9:45 pm.

Respectfully submitted,

Janet A. Brooks  
Town Clerk